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**Willing/Buyer Transaction Letter**

(Letter should be sent on Grantee=s or Attorney=s letterhead. It should be sent certified mail or hand delivered with a signed receipt.)

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**SAMPLE**

(Please read thoroughly and edit text appropriately.)

May 1, 2001

Mr. and Mrs. Property Owner  
123 Anywhere Street  
Americana, Indiana 46777

Re: Property Acquisition

Dear Mr. and Mrs. Owner;

This is to inform you that the Town of Americana is interested in acquiring three (3) acres from you located on the corner of Fry Road and County Road 100 North if a satisfactory agreement can be reached.

Because Federal funds may be used in the purchase, we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell, the Town of Americana will not acquire your property. The Town of Americana will not use the power of eminent domain to acquire the property.
2. We estimate the fair market value of the property to be \$6,000. This figure is based on a market estimate appraisal prepared by Mike Rough, Rough Realty Exchange.

Since the purchase would be voluntary, arm's length transaction, you would not be eligible for assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation.

If you have any questions about this matter, please contact me.

Sincerely,

Gary Series  
Attorney at Law